



Island County Public Health School COVID-19 Response Toolkit

2021-2022 Academic Year



**Island County Public Health (ICPH)
School COVID-19 Response Toolkit
2021-2022 Academic Year**

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Key Requirements and Guidance

The key requirements that Island County Public Health (ICPH) follows are in the Washington State Department of Health [K-12 COVID-19 Requirements for Summer 2021 and the 2021-2022 School Year](#). Other important requirements and guidance that are referenced include the [CDC Guidance for COVID-19 Prevention in K-12 Schools](#) and the [Washington Office of Superintendent of Public Instruction \(OSPI\) COVID-19 Guidance & Resources](#).

Using a layered approach to implement requirements will protect students, teachers, and staff and make in-person learning as safe as possible. This toolkit contains recommendations and links to requirements, guidance, and resources to help schools implement a layered prevention and response plan. Using a combination of strategies is important because there is no one intervention that is perfect at preventing the spread of COVID-19.

Sections of this toolkit are subject to change throughout the school year as requirements and guidance are updated so please make sure you are using the most recent version. The most recent version will be posted on the Island County Public Health webpage. A bulletin will also be sent out to our schools email list periodically and will contain data summaries as well as information on new requirements and guidance as they are released.

Roles and Responsibilities

The following describes roles and responsibilities in public and private schools to facilitate COVID-19 prevention and response efforts. This process will streamline communication and ensure timely and consistent responses. The required and suggested roles and communication flow are described in the table and flow chart below.

Public Schools

Each district will appoint one District COVID-19 Coordinator who will serve as the 1) main point of contact for schools within the district, and 2) liaison between ICPH and public schools within the district. Each district should also appoint a back-up District COVID-19 Coordinator. Assigning this role to someone other than the superintendent is recommended as we anticipate the person in this role will be involved with day-to-day response and operations, and the superintendent may not have the available time and capacity for this.

Private Schools

Each private school should assign a Private School Representative who will serve as the main point of contact for ICPH. Due to the small size of some private schools, the School Director may be the most logical choice for this role. However, another staff person within the school may be assigned to this role.

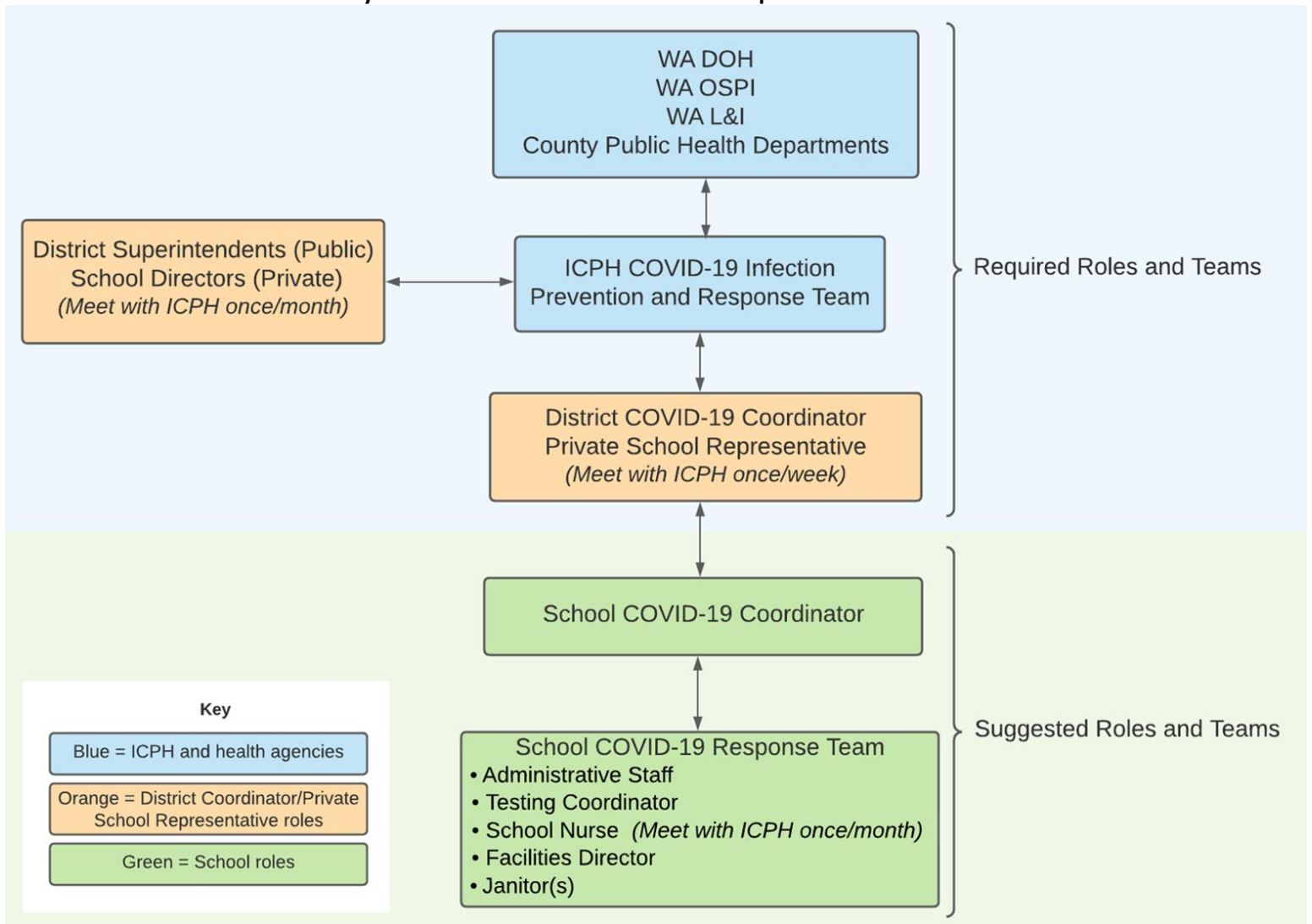
Suggested Roles

There are also suggested roles and teams within the schools that will help in response efforts and communication. The suggested roles are a school level coordinator who can work with a team of staff that will be involved with COVID-19 prevention and response.

Island County School COVID-19 Prevention and Response Roles and Responsibilities

<p>Island County Public Health COVID-19 Prevention and Response Team REQUIRED</p>	<ul style="list-style-type: none"> ▶ Works with District COVID-19 Coordinator and Private School Representative on guidance, protocols, case reporting, and contact tracing. ▶ Links schools to resources on COVID-19 mitigation and best practices. ▶ Provides contact tracing support for close contact lists/line lists and coordination with WA DOH who is conducting case investigation. ▶ Meets weekly with District COVID-19 Coordinators and Private School Representatives. ▶ Meets monthly with School District Superintendents and Private School Directors. ▶ Meets monthly with School Nurses.
<p>District COVID-19 Coordinator Private School Representative REQUIRED</p>	<ul style="list-style-type: none"> ▶ Recommend that someone other than Superintendent is assigned to this role for public schools. There will be separate meetings that will include Superintendents and Private School Directors. ▶ Distributes communication and procedures to the School COVID-19 Coordinator. ▶ Serves as liaison to Island County Public Health(ICPH) COVID-19 Infection Prevention and Response Team. ▶ Compiles and updates list of all district/private school confirmed cases and close contacts. ▶ Meets weekly with ICPH COVID-19 Infection Prevention and Response Team.
<p>School COVID-19 Coordinator SUGGESTED</p>	<ul style="list-style-type: none"> ▶ Disseminates new COVID-19 procedures and information to staff, students, and families of school ▶ Serves as liaison to the District COVID-19 Coordinator or Private School Representative. ▶ Reports COVID-19 cases and close contacts to the District COVID-19 Coordinator or Private School Representative. ▶ Works with School COVID-19 Response Team to oversee school response to COVID-19 cases.
<p>School COVID-19 Response Team SUGGESTED</p> <ul style="list-style-type: none"> • Administrative Staff • Testing Coordinator • School Nurse • Facilities Director • Janitor(s) 	<ul style="list-style-type: none"> ▶ Testing Coordinator: Coordinates COVID-19 diagnostic and screening testing at school. ▶ School Nurse/Administrative Staff: <ul style="list-style-type: none"> ◦ Isolates potential cases and ensures they are promptly and safely released to parent, legal guardian, or emergency contact. ◦ Monitors return to school for confirmed cases and people who have been quarantined. ◦ Gathers information on cases and contacts. ◦ Manages PPE inventory (Administrative Staff). ◦ Ensures that students and staff are following masking requirements (Administrative Staff). ▶ Facilities Director/Janitor(s): <ul style="list-style-type: none"> ◦ Maintains and updates cleaning and disinfecting protocols and procedures. ◦ Facilitates cleaning and disinfecting protocols of affected areas. ◦ Assesses ventilation and encourages improvements and promotes practices that are feasible for each school building.

Island County School COVID-19 Prevention and Response Communication Flow



Definition of Case and Close Contact

ICPH is using the WA DOH definitions for case and close contact:

- A case is someone who has tested positive for COVID-19.
- A close contact is someone who was within six feet of a person with COVID-19 for at least 15 cumulative minutes over a 24-hour period during the period of time when the person with COVID-19 was infectious.
- The infectious period of someone with COVID-19 starts two days before the onset of symptoms or is estimated as two days before the positive test collection date if someone with COVID-19 is asymptomatic.
- In a K-12 indoor or outdoor classroom or other structured environment with assigned seating, the close contact definition excludes students who were at least three feet away from an infected student when (a) both students were wearing face coverings/masks and (b) other [prevention strategies](#) were in place. This exception does not apply to teachers, staff or other adults in the classroom setting.

- Please see the [DOH K-12 Supplemental Considerations](#) document for additional information on the determination of close contacts in the K-12 setting, as well as the [Symptom Decision Tree and Contact Tracing Checklist for K-12 Schools](#) and [COVID-19 Contact Tracing Guide and FAQ](#) for K-12 Schools tools.

Reporting Cases and Close Contacts

- Cases should be reported to WA DOH and to ICPH
- Allowing ICPH staff to view spreadsheets of cases that are updated by school staff is acceptable as long as schools let ICPH know that will be the method they use for reporting cases
- Test results are reported to WA DOH in the following ways:
 - If tests are administered and analyzed at the school, results can be reported using Simple Report
 - If tests are administered and then sent to a laboratory for processing, usually the laboratory uses electronic laboratory reporting to report to the WA DOH
 - If the school hears of an at-home test, please tell them to report to Island County Public Health. They can email or call Melissa Hartmann to learn how to report.
- Schools do not have to supply close contact lists unless they require assistance from ICPH for contact tracing. Please let ICPH know if you need assistance.

Isolation and Quarantine

- Use this decision tree to determine isolation and quarantine periods for symptomatic students and staff and close contacts: [COVID-19 Symptom Decision Trees for Schools \(wa.gov\)](#)
 - Island County has approved the two following quarantine for close contacts at this time:
 - Through 14 days after the last time they had contact with the case. They should monitor themselves or the child for symptoms of COVID-19 and if symptoms develop, get tested.
 - Through 7 days after the last time they had contact with the case if they have not developed COVID-19 symptoms and test negative for COVID-19 within 48 hours prior to the end of quarantine (day 5 or later). They should continue to monitor themselves or the child for symptoms of COVID-19 through day 14 and if symptoms develop, get tested.
- If schools have a Test to Stay program that is approved by the Health Officer, they can follow their approved protocol. Information about Test to Stay is in the [DOH K-12 Supplemental Considerations](#).
 - Oak Harbor School District has put together a Q&A for Test to Stay: [COVID-19 Information / Test to Stay Program \(ohsd.net\)](#)

Testing

- [Testing](#) section in WA DOH K-12 requirements
- [Supplemental Considerations to Mitigate COVID-19 Transmission in K-12 Schools \(wa.gov\)](#)
- Please ask those who have positive at-home tests to report to WA DOH or Island County. Information here: [Interim SARS-CoV-2 Self-Testing Guidance \(wa.gov\)](#)
- [Guidance for SARS-CoV-2 Point-of-Care and Rapid Testing | CDC](#)
- [Testing FAQs - Learn to Return](#)

Vaccine Information

- [Vaccine Information :: Washington State Department of Health](#)
- Schools should have a process in place to verify student and staff vaccinations. Acceptable documentation for verifying vaccination status is in the [Vaccine Verification](#) section of the WA DOH K-12 requirements.
- Vaccine locator: [Vaccinelocator.doh.wa.gov](https://vaccinelocator.doh.wa.gov)
- Information on verifying employee vaccination status: [F414-164-000 L&I Requirements and Guidance for Preventing COVID-19 \(wa.gov\)](#)
- [Is it a HIPAA Violation to Ask for Proof of Vaccine Status? \(hipaajournal.com\)](#)

Masking

- WA DOH requirements for masking are here: [K-12 Schools Requirements 2021-2022 \(wa.gov\)](#)
- The benefits of wearing masks has been demonstrated in many studies and is summarized here: [Science Brief: Community Use of Masks to Control the Spread of SARS-CoV-2 | CDC](#)
- [Your Guide to Masks | CDC](#)
- [Types of Masks and Respirators | CDC](#)
- [Secretary of Health's Mask Order FAQ](#)

Hand Hygiene and Cough Etiquette

Both routine hand washing and good cough etiquette can prevent the spread of COVID-19. Washing hands with soap and water for at least 20 seconds throughout the day is one of the best ways to prevent COVID-19 from spreading in the classroom and school. While it takes time to teach and practice good hand hygiene and cough etiquette, it worth the effort to minimize time that students and staff have to quarantine and isolate due to COVID-19.

Key Points

Handwashing

- Give students time to wash their hands with warm water and soap.
- Use fragrance-free hand soap that is approved and supplied by the school.
- Only use hand sanitizer when handwashing stations are not available.
- Never use disinfectant wipes on skin.
- Use alcohol-based hand sanitizer or hand sanitizing wipes that are fragrance-free.
- Make sure hand sanitizer has not been recalled by the FDA by checking this [webpage](#).

Cough etiquette

- Cover your mouth and nose with a tissue when coughing or sneezing OR use your elbow if there are no tissues.
- Cough and sneeze away from people if possible.
- Use in the nearest waste receptacle to dispose of the tissue after use.
- Wash your hands after disposing of tissues.

Resources

- [Posters | Handwashing | CDC](#)
- [How do I protect my family and myself from germs found on surfaces COVID.pdf \(pehsu.net\)](#)

- [How to Use the Hand Sanitizer List on FDA's Website](#)
- Hand washing video from King County: [Hand washing in schools and child cares - YouTube](#)
- [CDC Cover your Cough poster](#)

Physical Distancing: Special Situations

Mealtimes

- Eat outside when the weather allows.
- Assign seats and times so contact tracing is more effective.
- Space children out as much as possible at meal and snack time, with a minimum of 6 foot spacing.
- Consider going outside or using a larger space such as the lunchroom, for snacks, instead of the classroom.
- Try staggered schedules to minimize the number of students eating together at one time.

Transportation

- Keep windows and vents open on school buses!
- Space children out on the school bus as much as possible.
- Assign seats so contact tracing is more effective.
- Try staggered pick up and drop off schedules to limit the number of children on buses at one time.
- Do not routinely spray disinfectants in school buses while children are present.

Ventilation and Filtration

Improving ventilation and filtration is an important COVID-19 prevention strategy. In addition to lowering the risk of transmission of airborne infectious diseases like COVID-19, increased ventilation and better filtration also help with student performance and improve respiratory health of students and staff spending time in the classroom. Below are some key points and resources to help with planning and implementation.

Key Points

- Bring in as much outdoor air as possible by opening doors and windows and using child-safe fans to blow indoor air to the outside and outdoor air to the inside.
- Service HVAC equipment and replace filters regularly. Use higher grade (MERV 13+) filters if possible. Make sure to hire a trained and certified contractor or technician for servicing.
- Use portable air cleaners that use HEPA (high-efficiency particulate air) filters. Select air cleaners that are certified from a reputable agency, such as the EPA or California Air Resources Board. There are many companies making claims that are exaggerated and that may even emit harmful pollutants, such as ozone.

Resources

- [CDC Ventilation in Schools and Childcare Programs](#)
- [WA DOH Ventilation and Air Quality for Reducing Transmission of COVID-19](#)
- [Creating Healthy Indoor Air Quality in Schools | US EPA](#)
- [Improving Indoor Air Quality in California Schools - Western Cooling Efficiency Center \(ucdavis.edu\)](#)

- [5 Step Guide to Checking Ventilation Rates in Classrooms – Schools For Health](#)
- [List of CARB-Certified Air Cleaning Devices | California Air Resources Board](#)
- [Improving Ventilation in Schools, Colleges, and Universities to Prevent COVID-19 | U.S. Department of Education](#)
- [ASHRAE Guidance for Reopening Schools](#)

Cleaning, Sanitizing, and Disinfecting

Trained janitorial staff should be responsible for cleaning, sanitizing, and disinfecting in schools. Each school should have an infection prevention and control plan with details on cleaning schedules and appropriate chemicals and products. Below are some key points and resources to help in developing the plan.

Key Points

- Clean high-touch surfaces routinely using a safer cleaning product. Soap and warm water is all that is needed for general cleaning.
- Avoid foggers, misters, electrostatic sprayers, vaporizers, and aerosol cans. Aerosolized chemicals can stay in the air for a long time and irritate the skin, eyes, or airways of people. Some of these products trigger asthma and children may be especially sensitive.
- Never leave products for cleaning, sanitizing, and disinfecting within the reach of children except school approved and supplied hand soap at washing stations.

Resources

- [CDC guidance for Cleaning and Disinfecting Your Facility](#)
- [EPA list of disinfectants for use against COVID-19](#)
- [WA DOH safe cleaning and disinfection guidance for public spaces](#)
- [University of Washington Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission](#)
- [PEHSU \(Pediatric Environmental Health Specialty Units\) fact sheets, infographics, webinars, and comic strips on safer cleaner and disinfectant use](#)
- [Green cleaning, sanitizing, and disinfecting: A toolkit for early care and education](#)
 - Scroll down for links to the green cleaning toolkit, posters, and fact sheets
- [Toxics Use Reduction Institute Safer Cleaning and Disinfection for Schools](#)

Sports

- WA DOH requirements for sports are located here: [K-12 Schools Requirements 2021-2022 \(wa.gov\)](#)
 - Physical Education (PE) classes are curricular classes and are not considered sporting activities. Follow classroom requirements and guidance for PE classes.
- Check the *Activity Guidelines FAQ* from the Washington Interscholastic Activities Association (WIAA) [webpage](#) for helpful clarification on WA DOH requirements

Performing Arts

- WA DOH requirements for performing arts are located here: [K-12 Schools Requirements 2021-2022 \(wa.gov\)](#)

- Review results and recommendations from the [Colorado State University Aerosol Emissions Study](#) for additional guidance and information

Additional Resources

Maintaining a Safe Workplace

- ICPH staff are available for on-site infection prevention advice upon request. Please [email](#) Susan Wagner, Melissa Hartmann, or Jen Krenz if you are interested in this service.
- WA L&I consultation service for employer questions about schools: [Request Consultation \(wa.gov\)](#)
 - This is a free service. No fines or penalties will result from issues uncovered during a consultation. However, consultants will ask you to correct any serious issues and offer assistance.
- Accident prevention program templates: [Accident Prevention Program \(APP\) \(wa.gov\)](#)
 - An accident prevention program is required for schools, including strategies for protecting employees from COVID-19

Reporting Violations

Island County Public Health provides information on preventing and managing the spread of COVID-19 based on the best available evidence and guidance from CDC, WA DOH, and other reputable organizations. We do not enforce requirements. If there are violations to report, options are as follows:

- Use the chain of command within the school. Contact a supervisor, union representative, principal, or superintendent and notify them of the violation.
- Contact the Washington Office of Superintendent of Public Instruction.
 - Contact information is [here](#)
 - How to file a complaint with OSPI is [here](#)
- Report a violation using one of the following:
 - State of Washington [online form](#)
 - Washington State Department of Health [COVID-19 Information Hotline](#)
 - Washington State Labor and Industries safety complaint number 1-800-423-7233